

New Jersey Workforce Innovation Notice 8-16(A)

TO: Workforce Development System

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Employment Services

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Office of WIOA Technical Assistance and Capacity Building

SUBJECT: Additional Co-enrollment Procedures

DATE: September 29, 2016

Purpose: To provide additional procedures for co-enrolling eligible customers in the Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker program and Trade Act or the Re-employment Services and Eligibility Assessment (RESEA) program.

Background

New Jersey Workforce Innovation Notice 5-16 provided initial guidance on co-enrollment procedures. The additional procedures provided in this document relate to data entry in America's One-Stop Operating System (AOSOS) and the forwarding of records to the one-stop operator.

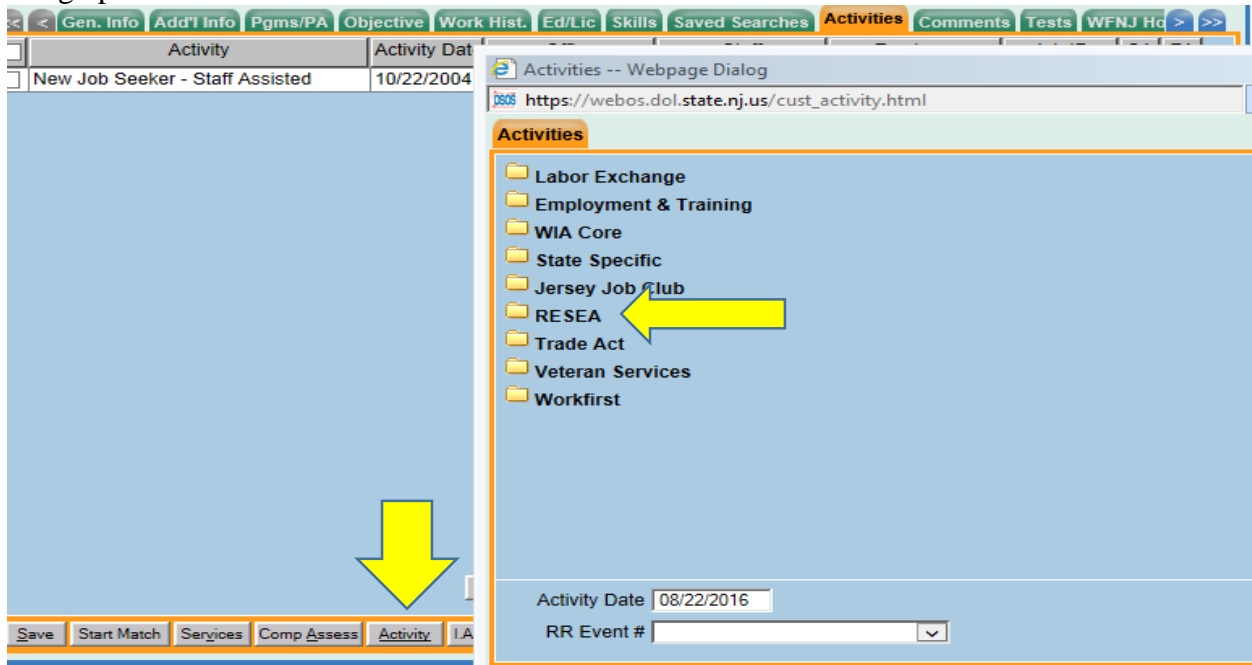
Recording Dislocated Worker Status and Co-enrollment

To ensure proper recording of customers, the following information must be entered into AOSOS:

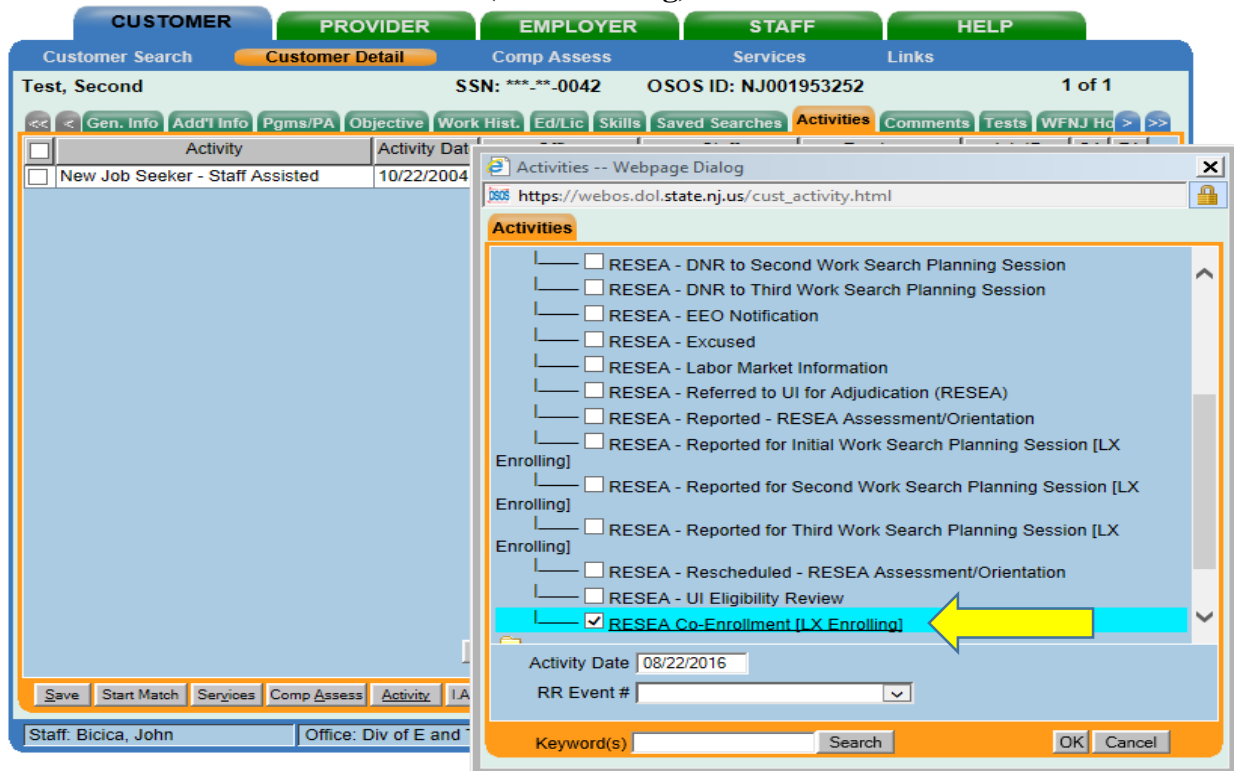
1. Work History-In the AOSOS Work History tab, click on the "Reason for Leaving" field, and select the appropriate DW category from the drop down list. Generally, this would be "Category 1-DW." (See below)

The screenshot displays the AOSOS Customer Detail form. The form is divided into several tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The CUSTOMER tab is active, showing fields for Customer Search, Customer Detail, Comp Assess, Services, and Links. The form includes fields for Job Title (Packers and Packagers, Hand), Employer (ACME Packaging), Address (13 Avenue F), City (Bayonne), State (New Jersey), and Country (United States). The Reason for Leaving dropdown menu is open, showing four categories: Category 1-DW (highlighted with a red circle), Category 2-DW (mass layoff or closure), Category 3-DW (self-employed), and Category 4-DW (displaced homemaker). Other fields include O*Net Titles, O*Net Code (53706400), Start Date, End Date, Supervisor, Wage, Hours/week (40), and Job Duties.

2. **RESEA Co-enrollment**-When co-enrolling customers in RESEA and WIOA Dislocated Worker, the following must be done:
 Click on **Activity**; this will bring up an **Activities** menu. Select **RESEA** from the menu. This will bring up a sub-menu.



3. Click on **RESEA Co-Enrollment (LX Enrolling)**



Additional Information - The following information must also be recorded for co-enrolled individuals.

Date of Birth - Date of Birth must be recorded for co-enrolled participants.

Selective Service -The Selective Service box must be clicked for males born after January 1, 1960 who registered for Selective Service and the Selective Service Verification Number can be entered. **Note:** While males who served in the military are required to register for Selective Service, when a person who served does not register, documentation of previous military service can be used to verify the failure was not knowing or willful. (See NJWIN 5-16 for additional information on Selective Service.)

Record Retention

Per State policy, records must be maintained for no less than seven years; three in the local office and four in archive.

Important Note to Employment Service Managers

All documentation used to determine WIOA eligibility such as a copy of a driver’s license and LOOPS printout with Social Security Number must be kept in an individual customer folder, which will be given to the local one-stop operator no more than five business days after the eligibility determination has been completed.

Required Action

This guidance should be shared with all relevant one-stop staff and partners.

Rescissions

None

References and Links:

None

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions

For questions regarding this guidance, contact Joseph Dombrowski, Assistant Director, Employment Services, at joseph.dombrowski@dol.nj.gov